

TASK 1-1:	Annual Training Plans/Individual Development Plans/Needs Assessment
Performance Objective:	Improve and maintain workforce competence
Performance Measure 1-1:	Percentage of DOE elements that have Annual Training Plans, a viable Individual Development Plan program, and have completed a needs assessment to identify critical training and development needs.
Performance Expectation 1-1:	As part of the HRMAP process, 100% of the DOE elements will forward an Annual Training Plan to DOE HQ. The Annual Training Plan elements will incorporate Needs Assessment and IDP results. A viable IDP Program will be in place by 12/31/99

Performance Actions Summary of Action to Date

Overall Status of Task:

Co-Champion:	Charlotte Thomen Qualification and Training Division Albuquerque Operations Office
Co-Champion:	Joni Boone, EM-13, HQ
Team members:	Yvette Gill, BPA Wen Lin Goglewski, ORISE/AL Robyn Hebron, EE/HQ Doris Hixon, SR Deborah Manning, NV

Actions Completed to Date: (Since last update)

Action Plan developed using the Annual Training Plan elements. Sub teams tasked with noting processes, procedures and/or ideas for inclusion in our Needs Assessment and Annual Training Plan guidance documents.

June 9, 1999 – Advised by Dottie Van Steinburg that the Diversity Plan team might want us to share our products for inclusion in DOE Diversity Plan. Milestones have become more aggressive and Dottie is participating in a team teleconference on June 11, 1999 to develop strategies and elicit team comments and ideas.

June 1999 – Face to face meeting may be planned to begin drafting documents._

June 21-22, 1999 – Charlotte Thomen, Joni Boone, Robin Mudd and Robyn Hebron worked on an outline for an Annual Training Plan.

July 1999 – Based on review of outline by Dottie VanSteinburg and Marcia Morris, MA-31, we are flushing out the plan and our milestones have moved up to August 6.

August 5, 1999 – We are on target of getting a product to Marcia Morris on August 6 and on August 12, 1999 – The Task Team will get feedback from Marcia and company.

August 24, 1999 – Annual Training Plan guidance tool expected to be sent to Training Community.

Concerns, Obstacles/Barriers to completing this Task:

Our involvement with the DOE Diversity Plan team tasking and the more aggressive timeframes will certainly pose a problem on the resources available, especially if there are travel funding problems and/or site initiatives which team members are working. These may preclude our team from meeting the more aggressive milestones. We would prefer at this time to develop a strategy during a face to face meeting and some options which may give this team more time to develop a quality product.

TASK 1-2: Federal Technical Capability Program Support and Development

Task Manager: David Roth, as Executive Secretary to the Federal Technical Capability Panel

Team Members: Bill Pearce, Becky Griffin, Mike Schoener

Performance Objective: To Improve and Maintain Workforce Competence

Performance Measure: Percentage of complete Commitments in the Implementation Plan 93-3 and Action items established by the Federal Technical Capability Panel (FTCP)

Performance Expectation: All of the initial commitments of the 93-3 Implementation Plan will be completed by the end of CY99.

Performance Actions--Summary of Action to Date

Based on the performance actions as stated in your revised Task, give a narrative summary of the following:

Overall Status of the Task:

The FTCP has completed about 80% of the Commitments under the 93-3 Implementation Plan. The Panel expects to close out the remaining Commitments and the Recommendation by October 1999, ahead of schedule.

Actions Completed to date:

Fourteen of the eighteen Commitments under the 93-3 Implementation Plan are complete. Additional Commitments arose due to the accelerated closure of the Plan, e.g., the Secretary's response to the Defense Nuclear Facilities Safety Board's request for a report on the Plan's status and an accelerated path to closure.

Expectation of Meeting Targeted Completion Date:

All Commitments will be completed by October 1999, ahead of schedule.

Any concerns, Obstacles/Barriers to completing the Task:

No concerns are foreseen at this point. All remaining Commitments are on schedule for completion.

TASK 1-3: Management and Supervisory Training

Task Manager: Wanda Jones

Team Members: Karyn Collins, Jackie Battle

Performance Objective: Improve and Maintain Workforce Competence
Performance Measure: Develop a framework document for management and supervisory training

Performance Expectation: A framework document for management and supervisory training will be completed by 8/13/99.

Performance Actions–Summary of Action to Date

Overall Status of the Task

A draft framework has been completed and was reviewed by first level management in July. Feedback from management requires the task manager to incorporate recommendations. It is the intent of the task manager to complete this task for management review by 8/20/99.

Actions Completed to date

Expectation of Meeting Targeted Completion Date: On Target

Any Concerns, Obstacles/Barriers to completing the Task: None

TASK 2-1: AVERAGE TRAINING COST PER EMPLOYEE

Task Manager: Regenia Griswold, CH

Team Members: Linda Media, CH; Robert Joyce, MA-31;
Dottie Van Steinburg, MA-31; Liz Guerra, AL;
Audrey Clark, NV; Gary Vincent, SPRO; Diane Adams,
CN; Carolyn Ballard, RL; Howard Pope, SR; Pat Gardner,
Fluor-Daniel Hanford; TRADE Executive Committee

Performance Objective: Provide training, education, and career development services in a cost-effective manner.

Performance Measure: DOE training costs benchmarked against industry/government training costs.

Performance Expectation: DOE's average training cost per employee is in alignment with similar federal agencies and the private sector by 12/31/99.

Performance Actions—Summary of Action to Date

Overall Status of Task:

The benchmarking of DOE Federal and contractor training costs against those of similar private sector companies and federal agencies has been completed. Based on that comparative analysis it has been determined that DOE costs are in alignment with those of comparable technical organizations. The draft Training Cost Data Elements Model has been distributed for review and comments by the Training and Development Coordinating Group (TDCG) and DFTSIG.

Actions Completed to Date

DOE Federal and contractor training cost summaries from fiscal years 1995-1998 were used to establish baseline data. DOE costs were compared to those reported by similar private sector and federal technical organizations in the 1997 American Society for Training and Development (ASTD) Benchmarking Forum. Training cost information was also obtained from a variety of federal agencies in the Chicago metropolitan area. As a follow-up to the March 1999 TDCG meeting in Las Vegas, a draft Training Cost Data Elements Model was prepared for review by the TDCG and DFTSIG.

Expectation of Meeting Targeted Completion Date:

The Task Manager doesn't anticipate a problem in meeting the targeted completion date of December 31, 1999.

Concerns, Obstacles/Barriers to Task Completion:

The only barrier to completion of this task is the acceptance of the proposed Training Cost Data Elements Model by the DOE training community.

TASK 2-2: Duplicate Training Courses

Performance Objective: Provide training, education and career development services in a cost-effective manner.

Performance Measure: Funds expended on DOE-developed training courses that are duplicate.

Performance Expectation: DOE does not fund development of duplicate training courses as of December 1999.

Performance Actions Summary of Actions to Date**Overall Status of Task:**

Champion: Qualification and
Training Division (QTD)
Albuquerque Operations Office (AL)

A face-to-face meeting was held on July 14-15, 1999 (after the Environmental Training Partnership [ETP] meeting in Albuquerque) mainly to address Policy development, Order 350.1, a new and more correct name for the ListServ, and POC's at each site. Some of the attendees at the ETP meeting stayed over to attend the Task 02-02 face-to-face. Attendees to that face-to-face were:

Linda Clawson, AL
Dick Devine, AL
Howard Pope, SR/DOE
Bob Richards, Aaron Klegg, Lockheed, ID (by phone)
Everette Poore, M&H
Mike Shoener, SR/MA
Jim Gamin, Fluor Daniel
Dave Roth, MA/HQ
Carolyn Ballard, RI
Pierre Sarget, RL

Actions Completed to Date:

Fifth meeting (face-to-face) was held on July 14-15, 1999.
Renamed ListServ. Hereafter to be known as Cross Cutting Training Forum.
Finalized draft of Policy for Training Forum. Sent out to the entire team in the minutes for finalization.

The Team felt a handbook was needed for Training Forum participants. Bob Richards was tasked with that action and a draft copy was sent out to entire Team with the minutes for finalization. Commented on DOE Order 350.1. These comments have been sent to the entire team in the minutes for finalization.

The team decided to remove the “Admin Approval” function on the Training Forum. A listing of POC’s at each site has been made available for incorporation into the Cross Cutting Training Forum address list.

Expectation of Meeting Targeted Completion Date:

Discussion at the face-to-face ensued on a path forward for the Team once the Forum is implemented. It was felt (and later concurred by MA), that once the Forum is implemented, the Team had accomplished its tasking. It was also agreed upon that the group would remain intact informally to evaluate other proposed ideas that may be identified in the future for reducing duplication of training development activities.

Concerns, Obstacles/Barriers to Completing this Task:

The Team sees no issues at this time.

TASK 2-3:	Training Centers of Excellence
Task Manager:	Dorothy M. Van Steinburg, MA-31
Team Members:	Dave Roth, MA-31 Steve Young, MA-31 Tanya Luckett, MA-31
Performance Objective:	Provide Training, Education and Career Development Services in a Cost-Effective Manner
Performance Measure:	Develop a policy regarding the purpose, use, support for and services provided by Training Centers of Excellence. Establish six Training Centers of Excellence to foster sharing of Federal and contractor training resources, reduction in development of duplicate training, and provision of quality training in a specific topical/functional area, e.g. Project Management.
Performance Expectation:	Develop a policy regarding the purpose, use, support for and services provided by Training Centers of Excellence by 9/30/99. Six Training Centers of Excellence will be established by 12/31/00.

Performance Actions--Summary of Action to Date

Overall Status of the Task:

Processes for identification, evaluation, and establishment of potential Training Centers of Excellence is in place. We have completed about 75% of the Task. We are on target to meet the goal of having a Training Center of Excellence policy and six Training Centers of Excellence established by 12/31/00.

Actions Completed to date:

Training Center of Excellence Application and Selection Criteria have been developed. Evaluation Panels have been convened including Subject Matter Experts and Training and Development Experts. Two Training Centers of Excellence have been established and designated by the Secretary of Energy--The National Environmental Training Office and The National Non-Proliferation Security Institute.

In addition, applications have been received and evaluated for two new Training Centers of Excellence in the functional areas of Technology-Supported Learning and Environment, Safety and Health. Establishment of these COE's and designation by the Secretary of Energy is

imminent. We are currently focused on potential Training Centers of Excellence for Project Management and also for Nuclear Criticality Safety.

A sub-group of the Training and Development Management Council will be convened to begin addressing the development of a Training Centers of Excellence Policy. This Policy will crystalize the Department's position on the use of these Centers and will lay the foundation for future processes and procedures that will govern the management of Training Centers of Excellence.

Expectation of Meeting Targeted Completion Date: On Target

Concerns, Obstacles/Barriers to completing the Task:

The concerns, obstacles/barriers to meeting out performance expectation hinges on the ability of Training Centers of Excellence to become self-sufficient, the identification of a corporate sponsor that will assure resource availability, and the ability to identify COE sponsors for functional areas that are cross-cutting in nature and that have no obvious tie to a specific Headquarters or Field Office.

TASK 2-4 : On-The-Job Training Guides

Performance Objective: Provide training, education , and career development services in a cost-effective manner.

Performance Measure: Catalog of OJT Training Guides.

Performance Expectation: OJT Guides are calaloged and made available to all Program Elements and Field Offices by 12/31/99.

Performance Actions--Summary of Action to Date

Overall Status of the Task:

The following activities has been completed:

1. Data collection format have been developed,
2. A definition of OJT Guides have been made
3. A listing of Topical Areas to be included in the data call have been defined
4. A data call has been sent to the Training Resources and Data Exchange, Executive committed, requesting their support in collecting the data.

Actions Completed to date:

A request has been sent to the Training Resources and Data Exchange (TRADE) Executive Committee, requesting their support in compiling the OJT Guides. Because of the change in data collection strategies, completion of the data collection portion of the task will be delayed.

Expectation of Meeting Targeted Completion Date (Ahead of Schedule/Behind Schedule):

Although data collection efforts are behind schedule meeting the 12/31/99 date is expected to be achieved.

Any Concerns, Obstacles/Barriers to completing the Task::

In discussing the data collection effort with some Training Managers the perception is that this is added scope of work that was unplanned for and supporting this data call could be a problem.

TASK 3-1: CHRIS Training Administration**Task Manager:** Enid Levine, MA-31**Team Members:**

Performance Objective: To establish one corporate training data base for the Department to promote the corporate approach in tracking training data and improve business processes.

Performance Measure: Complete an implementation plan, pilot CHRIS Training Administration and implement complex-wide

Performance Expectation: Complete an implementation plan, pilot CHRIS Tracking Administration and implementation complex-wide in FY 2000. Contractors will produce training data compatible with the corporate CHRIS database by 12/00.

Prototypes sites at Idaho, Oak Ridge Operations Office, and EE will process actions in a working environment during August and September.

The 2-day training of users will begin in August at Albuquerque Operations Office, Western Area Power Administration and Headquarters and will continue through September.

One-half training will be conducted at Headquarters for those users who have designated to perform limited actions within the system. The training will be conducted by the MA-31 staff and along with the HQ Training Coordinators who are well versed in the system.

Performance Actions--Summary of Action to Date

Overall Status of the Task:

We are following a compressed implementation schedule due to lack of resources. However, the production date of October 1, 1999 will be met.

Actions Completed to date:

All modifications have been completed. The Interface with DISCAS (to automatically obligate funds as training requests are processed) is completed and will commence System Intergration Testing in August.

The 2-day User Training class was piloted in the Oak Ridge Operation Office on July 20 and 21, 1999, with prototype site staff (prototype sites are ID, OR and EE)..

Expectation of Meeting Targeted Completion Date: On Target

TASK 4-1: Training Partnerships/Regional Training Councils

Performance Objective: Partner with Federal agencies, DOE contractors, State and local governments, academia, and non-profit organizations to share resources and provide cross-cutting training in a cost-effective manner.

Performance Measure: Amount of cost savings (or cost avoidance) attributed to training partnerships

Performance Expectation: Cost savings (or cost avoidance) due to training partnerships and/or participation in training councils increases by 25% by end of FY 2000.

Performance Actions Summary of Actions to Date

Overall Status of the Task:

Champion: Energy Training Complex Team
Qualification and Training Division
Albuquerque Operations Office

Task Team Members: Liz Guerra, QTD, AL
Jeannie Lozoya, QTD, AL
Wen Lin Gonglewski, ORISE/QTD, AL (Contractor Support)
Tammy James, SPRO
Gary Lietz, RFFO

The Task Team has started working toward accomplishing their actions outlined in their Action Plan. One of the first actions outlined in the Action Plan was to conduct research to establish a database, which will include information on existing training partnerships and councils within the DOE. A questionnaire/survey was developed and disseminated to the DOE training community (TDCG) on March 9, 1999 with data due back by March 26, 1999.

Data was received from the following DOE offices:

Rocky Flats Field Office (RFFO)
Strategic Petroleum Reserve Office (SPRO)
Oak Ridge Operations Office (OR)
Nuclear and Nonproliferation Security Institute
Nevada Operations Office
National Environmental Training Office, SR

One of the milestones outlined, was the development of a database containing the data gathered in the research of existing partnerships and councils. After reviewing and analyzing the data, it was determined that a database is not necessary due to the fact that not much data exists. The data, however, will be incorporated into the guidance document that will be developed on forming partnerships and training councils.

Due to workload constraints the benchmarking site visit to RFFO or SPRO has not been conducted and if funding permits, the visit may still be pursued.

The AL Task Team Members are focusing on having a “strawman” draft for review by the end of August.1999. A face-to-face Task Team Meeting is being scheduled for early September to finalize guidance, review remaining task actions, close out actions, next steps, etc.

Actions Completed to Date:

Action No. 1: Conduct research in existing training partnerships and training councils and develop database of existing training partnerships and training councils.

Status: The research has been completed, but, as stated, a database was determined not necessary.

Action No. 2: Determine cost savings or cost avoidance benchmark attributed to training partnerships and/or training councils in FY 1998.

Status: One of the existing partnerships/councils is in the process of gathering cost avoidance, as a result of the partnership, data and as soon as that is received we will establish a baseline.

Expectation of Meeting Targeted Completion Date:

We are on target for this Task and it is expected that we will meet targeted completion date.

Concerns, Obstacles/Barriers to Completing this Task:

To date, none.

TASK 5-1

Optimize the Use of Technology Supported Learning

Performance Measure:

Technology-Supported Learning Implementation Plan and TSL Pilot Project completed.

Performance Expectation:

1. TSL Implementation Plan will be developed and produced by 09/30/99.
2. Pilot Projects demonstrating TSL-based training course will be completed by 12/31/99.

Overall Status:

1. Currently a draft of the Implementation Plan is out for review by the ATTSIG and Technology Supported Learning Subgroup. Comments will be evaluated for inclusion. A final draft of the plan will be submitted for review before issued.
2. Three Pilots designed to test the capabilities of DOE's hardware/software in connection with Web-based training have been performed to date. There are two more pilots that are scheduled to take place before the end of the year. These are to be actual training courses presented to the DOE workforce to continue to test the Department's current delivery capabilities for various forms of training technologies.

Expectation of Meeting Completion Date:

All work is progressing as planned. The only barrier is the potential cut in the FY2000 funds expected. Congress specifically cut the \$400K identified in the Corporate Management Information Plan for TSL. The remaining funds may be reallocated to TSL depending on other program needs. If TSL is funded the completion dates will be met.

TASK 6-1: DOE Corporate Handbook of Training Standards, Criteria and Metrics

Task Manager: Carole Byrd

Team Members: Joni Boone, Margo Mark

Performance Objective: Adopt and apply relevant and established corporate training standards, criteria, and metrics for consistent development, delivery, and evaluation of training.

Performance Measure: DOE Corporate Handbook on Training Standards, Criteria, and Metrics will be developed, approved, and promulgated.

Performance Expectation: The Training and Development Coordinating Group (TDCG) will meet, as needed, to review, revise, adopt, and apply relevant and established corporate training standards, criteria and metrics. DOE Corporate handbook on Training Standards, Criteria, and Metrics will be developed by 6/30/2000.

Performance Actions--Summary of Action to Date

Overall Status of the Task:

Reviewing the content of the Handbook. The research is complete. Aligning and compiling the resources topically.

Actions Completed to date:

Research to identify relevant resources. Identify the teams that have guides that relate as well as developed chapter outlines to capture those areas that have not been addressed by other tasks. Have drafts from many of the other tasks.

Expectation of Meeting Targeted Completion Date:

Our goal is a first draft by the end of September 1999; revised draft would be complete by the end of December 1999; final by June 2000. On schedule.

Any Concerns, Obstacles/Barriers to completing the Task:

Task 06 is dependent on the completion of guides from other task teams for this product to be

finalized. Workload has been a concern as this task is being worked on in addition to the regular duties and pressing local priorities of each team member's position. Changing expectations have impacted the development of the final product, e.g., combination/deletion of tasks. Periodic conference calls with the Task Managers to discuss status and progress would help eliminate confusion about overlap, changing priorities, and other related issues and concerns in completing the task.

- TASK 7-1:** Implementation and Evaluation of the Corporate Education, Training and Development Business Plan
- Task Managers:** Steve Young/David Roth, MA-31
- Team Members:** MA-31 Staff
Training and Development Coordinating Group
- Performance Objective:** Implement and Evaluate the Corporate Education, Training and Development Program
- Performance Measure:** Availability of necessary resources to meet the performance objectives of the Corporate Education, Training and Development Business Plan. Plan evaluated for effectiveness.
- Performance Expectation:** Resource issues and options will be developed and addressed by the Training and Development Management Council. The Training and Development Management Council will evaluate the overall effectiveness of the Corporate Education, Training, and Development Business Plan by 12/31/01.

Performance Actions--Summary of Action to Date

Overall Status of the Task:

Promulgation of the Corporate Education, Training, and Development Business Plan (Business Plan) by the Deputy Secretary is imminent. The Action Plan that will track the performance expectations, milestones, and other supporting activities of the Business Plan is under development. Methods of tracking and evaluating progress against the Business Plan are being identified and considered for review by the Training and Development Management Council.

Actions Completed to date:

Development of the companion Action Plan to the Business Plan is underway. Task Managers are reporting progress on their specific Tasks against stated performance expectations. Training and Development Coordinating Group members are participating on various Task Teams.

Expectation of Meeting Targeted Completion Date: On-Target.

Concerns, Obstacles/Barriers to completing the Task:

Obviously any concerns, obstacles, barriers that have been identified by Task Managers to

completing the individual Tasks within the Business Plan will be a concern, obstacle/barrier to the overall implementation and evaluation of the Business Plan.

TASK 8-1 :	Contractor Employee Training
Task Manager:	Dave Roth
Team Members:	staff
Performance Objective:	Implement Steps to Improve Contractor Employee Training Performance
Performance Measure:	Revised training performance objectives appropriate for inclusion in contracts, authorization agreements, or other controlling documents and institutionalized processes for establishing contractor training performance objectives.
Performance Expectation:	Best practices for existing performance measures related to contractor employee training will be benchmarked and model performance measures will be devised by 9/30/99. Revised DOE Order will be submitted to the directives system by 9/30/99.

Performance Actions--Summary of Action to Date

Overall Status of the Task:

On track for completion.

Actions Completed to date:

Draft chapter on Contractor Training for DOE Order 350.1, Contractor Human Resource Management Programs, was forwarded to training community and contractors on 6/30/99. Comments were requested by 7/31/99. Many comments were received. Writing team is revising draft chapter.

Expectation of Meeting Targeted Completion Date:

Revision, including model performance measures, will be forwarded to Directives by 9/30/99.

Any Concerns, Obstacles/Barriers to completing the Task:

Several offices have expressed concerns regarding costs, and what is perceived as "micro-management."